



Willamette Valley Bank

Where Local means Something.

EVENT SPONSORSHIP SUBMISSION FORM

Event name: _____

Event location: _____

Number of anticipated attendees: _____

Event date: _____

Total event duration _____ hours.

Please send this completed form, event information, registration form, and a detailed description of the sponsorship outlining sponsorship levels and what each level receives to sponsorship@wvbk.com. Sponsorships cannot be reviewed or approved without this.

Please provide a brief description about the event and why you'd like to be a sponsor:

Do you feel the event provides "Affirmative Influence" to use YOU as a lender? Please explain.



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Is WVBK paying its fair share for the event? Meaning we are not giving anything of value to the other party(s) or paying more than other sponsors involved in the event. Please confirm.

Will there be people at the event that you have not had a prior business relationship with? (Borrowers. Agents, etc.) Please list industry professionals in attendance.

What is the cost of the sponsorship? _____

_____ If the cost is over \$500, confirm it has been approved by your Business Leader.

_____ If the cost is over \$1000, confirm it has been approved by your Business Leader and Dan King.

Are you the WVBK employee responsible for the cost of the sponsorship? If not, please provide the name(s) for billing.

[CHOOSE ONE] yes / no If no, provide name(s): _____

Who is the intended audience?

How will event host distribute invites? (ex. email, flyer, etc)

How will they promote the event?



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Payment:

WVBK supports you by paying for 50% of your total event cost if approved as outlined above. If you would like WVBK to pay for the sponsorship in full and payroll deduct your 50%, you must upload a W9-form from the organization and an official invoice for the sponsorship.

[CHOOSE ONE] yes, I will provide these documents / no, I will arrange payment myself

Sponsorship will include the following items as noted by “√” to indicate yes or “X” to indicate no:

- _____ **[CHOOSE ONE]** staffed / unstaffed table or booth at event, _____ feet by _____ feet.
- _____ Marketing materials for sponsor placed on event **[CHOOSE ONE]** tables / display racks.
- _____ Display advertising on **[CHOOSE ONE]** main page/secondary page website for _____ days.
- _____ Number of unique monthly visitors or new sessions for relevant page _____.
- _____ At least one posting on publicly accessible social media platforms within 30 days of event.
 - **If yes**, provide social media handle of page where the post can be found:

- _____ Event **[CHOOSE ONE]** banner / flag measuring _____ feet by _____ feet with sponsor logos displayed.
- _____ Recognition in event program.
- _____ Recognition on event **[CHOOSE ONE]** name tags/lanyards/personal identification items
- _____ Participating in event as a speaker for _____ minutes.
 - **If yes**, an outline of the message or the presentation must be uploaded with this form. If you do not have it available yet, it must be provided within 5 days of the event date for review. Please remember, anything graphic or using the WVBK logo requires approval and needs to be submitted for review and/or design.

_____ **[CHOOSE ONE]** Meal / snacks provided to all attendees.

- _____ Table and tickets for _____ individuals.
 - **If yes**, provide names of who will be using tickets.

- _____ Event is associated with a Realtor.
 - **If yes**, provide Realtor name and company:

- _____ **[CHOOSE ONE]** raffle / contest for all attendees arranged by you as the sponsor
 - **If yes**, outline what is being given away, how winner will be selected.



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A sponsorship is considered as an event where 2 or more parties/organizations (or industry professionals) are participating in the event at other sponsorship levels. Please confirm you and the event organizer understand these guidelines. **[CHOOSE ONE]** yes / no

List other confirmed sponsors for the event:

Additional Notes:

List what marketing materials or promotional items will be used at the event. If you do not have these items already, see wvbkgear.com/marketing-resources to see what is available to you.

Please provide any other details needed to consider sponsorship approval:

By completing this form, you are attesting that this sponsorship or educational activity is not conditioned on the referral of business and is not simply defraying expenses otherwise incurred by the recipient who is in a position to make referrals.

Form completed by:

Name: _____ Date: _____



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